

**PERMITTED USE PERMIT
RESIDENTIAL LIVING FACILITY
APPLICATION CHECKLIST**



***Incomplete applications will not be accepted or held.
All required items shall be submitted.***

Notice: All submitted permitted use permit residential living facility applications shall be reviewed in accordance with §9-5-070 and §9-38 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees approval by a certain timeframe. It is strongly advised that all checklist items be submitted and fees be paid well in advance of any anticipated deadlines.

Staff Review	Applicant Review	ITEM	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Permitted Use Residential Living Facility Fee = \$50
<input type="checkbox"/>	<input type="checkbox"/>	Submission Requirements for All Applications	<p>_____ Detailed site plan and building plans showing compliance with building safety and health regulations.</p> <p>_____ Elevations of all building facades.</p> <p>_____ Specific Type of Facility as defined by the State of Utah and name of agency which regulates the use.</p> <p>_____ Number of residents, non-resident staff and expected number of visitors per day, along with hours and degree of supervision to be provided.</p> <p>_____ Location and number of similar facilities in the vicinity of the proposed facility.</p> <p>_____ Certify in a sworn statement that no person will reside or remain in the facility whose tenancy would:</p> <ol style="list-style-type: none"> 1. Constitute a direct threat to health or safety of other individuals, or 2. Result in substantial physical damage to the property of others. <p>_____ Prior to occupancy, provide a copy of any license or certification required by the Utah State Department of Health or the Utah State Department of Human Services.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Additional Submission Requirements: Residential Facility for Elderly Persons	<p>_____ Compliance with the following standards shall be demonstrated within the application documents and/or a separate written statement:</p> <ol style="list-style-type: none"> 1. The facility shall comply with building, safety, and health regulations applicable to similar structures. 2. The facility must be able to be used as a residential facility for elderly persons without structural or landscaping alterations that would change the structure’s residential character. 3. Adequate off street parking shall be provided. Parking in addition to the stalls typical for a single family home must be screened from public view. 4. No person who is being treated for alcoholism or drug abuse may be placed in a residential facility for elderly persons.

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☐	☐	Additional Submission Requirements: Residential Facility for Persons with a Disability	<p>_____ Compliance with the following standards shall be demonstrated within the application documents and/or a separate written statement:</p> <ol style="list-style-type: none"> 1. The facility shall comply with all building, safety and health regulations applicable to similar structures. 2. The facility must be able to be used as a residential facility for persons with a disability without fundamental alterations that would change the structure’s residential character or negatively impact the character of the immediate neighborhood. 3. The facility shall be limited to eight occupants, exclusive of staff. 4. If the facility is housing persons whose disability is substance abuse related and is located within 500-feet of a school, a security plan satisfactory to local law enforcement officials must be submitted and include 24-hour supervision of residents and other 24-hour security measures. <p>_____ If reasonable accommodation is being requested, the request shall comply with Draper City Municipal Code Section 9-38-050. The written request application shall be made to the Zoning Administrator and shall articulate the nature of the requested accommodation and the basis for the request.</p>
☐	☐	Natural Resources Inventory (NRI)	<p>NRI, if applicable See Draper City Municipal Code Chapter 9-24 to see if NRI is required for your site.</p>

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PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my (our) application, I (we) understand I (we) am (are) responsible to ensure the application complies with the Draper City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application; and
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application.

Optional:

I (we) authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____

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I, _____, as the applicant for the _____ Residential Living Facility swear to abide by all City Ordinance, including DCMC Section 9-38-040, as listed below.

Regards,

Signature

9-38-040: DEVELOPMENT STANDARDS:

"The development standards set forth in this section shall apply as follows:

D. License And Certification: Prior to occupancy of any residential facility, the person or entity operating the facility shall:

2. Certify in a sworn statement that no person will reside or remain in the facility whose tenancy would:

- a. Constitute a direct threat to the health or safety of other individuals, or
- b. Result in substantial physical damage to the property of others."

State of Utah)
§
County of Salt Lake)

On this ___ day of _____, in the year _____, before me _____, a notary public, personally appeared _____, proved on the basis of satisfactory evidence to be the person whose name is subscribed to the attached instrument, and acknowledged she executed the same. Witness my hand and official seal.

NOTARY PUBLIC

SEAL

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I _____ as owner/operator of my business _____ located at _____ declare to the Building Division of Draper City, that the definition of Custodial Care as defined in section 202 in chapter 2 of the 2018 IBC (International Building Code) as amended and adopted by the State of Utah, and of Draper City does not describe the nature of my business, therefore understanding the definition of Custodial Care as it relates to my business and occupancy classification, request that the Building Official of Draper City designate occupancy classification for my business as an R-3, and not an R-4 use.

Dated this _____ day of _____, 20 _____.

Signature

STATE OF UTAH)

: ss.

County of Salt Lake)

On the _____ day of _____, 20_____, personally appeared before me _____, signer(s) of the within instrument, who duly acknowledged to me that (t)he(y) executed the same.

Notary Public

Approved by Draper City:

By: _____ Date